

Office of Accounting Services

Monthly Newsletter



204 Thomas Boyd Hall Baton Rouge, LA 70803 (225) 578-3321
www.lsu.edu/administration/ofa/oas/

November 2021
Issue 445

November Business Managers' Meeting

Time Entry
PCI Compliance

Online via Zoom
November 9, 2021
9:30 - 11:00 am



In this issue...

LaCarte	2
Travel	2
Bursar	3
SPA	4
FAR	5
Payroll	7
LSU Acronyms	9

Accounts Payable & Travel

Mark your calendars...

The final AP Settlement run for 2021 will be **Wednesday, December 22, 2021**. Please plan accordingly to ensure supplier payments (especially construction payments) are processed and approved by the final settlement run.

Special Handling Form (AS209) must be **attached to the top** of the invoice or document in order for the special handling request to be handled timely and properly. If a check is required by a certain date, please make sure the due date is specified in the Priority Handling section of the form. For questions, please contact Catherine Herman at 578-1549 or cherman@lsu.edu.

Direct Charge Worksheet (AS580) must be attached to **each Direct Charge invoice** sent to AP & Travel. **Do not** use the AS580 form for Purchase Order invoices as this may cause a delay in processing. For questions, please contact Catherine Herman at cherman@lsu.edu.

Invoice Processing

Direct charge and purchase order invoices should be sent to aptravel@lsu.edu. Please respond to Direct Charge and PO staff e-mails to ensure continuous processing of all invoices. For any on-demand or special handling requests for extenuating circumstances, please contact Valery Sonnier at vsonnier@lsu.edu or Patrice Gremillion at pgremill@lsu.edu.

For questions concerning direct charge supplier invoices, please contact the DC Invoice Processing staff:

☎ Jessica Morris	578-1536 or jmor116@lsu.edu
☎ Deana Clement-Delage	578-1539 or dcleme2@lsu.edu
☎ Catherine Herman	578-1549 or cherman@lsu.edu

Aged Listing of Outstanding Encumbrances Report

Departments are encouraged to utilize the Aged Listing of Outstanding Encumbrances Report to review purchase order balances and to ensure payments have been processed. The following filters are available on the Aged Listing of Outstanding Encumbrances Report:

- ♦ Search by worktag or multiple worktags
- ♦ Search by supplier
- ♦ Search by purchase order date
- ♦ Ability to remove “zero” dollar lines from the report

Purchase Order Invoices

Please do not attach purchase order invoices to the **Receipt**. The purchase order invoice should be forwarded to the respective Accounts Payable office to be matched against the PO and Receipt.

For questions concerning purchase order supplier invoices, please contact the PO Invoice Processing staff:

Maci Jones 578-1620 or macijones1@lsu.edu
Brennan Johnson 578-1545 or bjohnson4@lsu.edu
Jessica Hodgkins 578-1541 or jhodgkins1@lsu.edu



LACARTE

Expense Reports should be created for LaCarte and CBA transactions with complete cost documentation and submitted for approvals no later than 30 days from the date of the purchase/transaction. Failure to adhere to this policy will result in the suspension of the cardholder's privileges.

Annual Cardholder Reviews were due by October 15, 2021

Departments were provided a list of LaCarte cardholders to perform an annual review of the cardholder profiles, spending limits and last usage date to determine if the cardholder should retain his/her card and/or if the cardholder's spending limit should be adjusted. The list should be certified by the Department Head and returned to AP & Travel where the information will be centrally filed. For questions, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

Non-Expensed FY21 LaCarte Transactions

There are still **215** LaCarte procurement transactions outstanding for FY21. Cardholders may experience a suspension of card privileges for not adhering to the deadline. It is imperative that immediate action is taken by creating expense reports and attaching the completed AS900 form, if applicable to have the transactions reconciled. Cardholder privileges will not be affected for outstanding transactions related to future travel. For questions, please contact DeAnna Landry at 578-8593

at deannal@lsu.edu.

LaCarte Card Distribution

LaCarte card distribution is being handled by appointment only. Cardholders will be notified by e-mail of available dates, times, and location to pick up the card. **It is imperative that cardholders take the correct training prior to the card distribution.** For questions or special requests concerning the LaCarte card, please contact DeAnna Landry at 578-8593 or deannal@lsu.edu.

Helpful – Reports!

- ♦ **Find Credit Card Transactions by Employee Cost Center**
 - ♦ Provides a list of all employees with credit card transactions for all statuses
- ♦ **Find Outstanding Credit Card Transactions by Employee Cost Center**
 - ♦ Provides a list of LaCarte/CBA transactions that have not been submitted on an Expense Report
- ♦ **Find Expense Report by Worktag**
 - ♦ Provides a list of expense reports by employee and/or by a particular worktag
 - ♦ Select only “**Draft**” and “**In-Progress**” statuses to view tentative transactions.

For LaCarte related questions, please contact a member of the LaCarte staff:

Theresa Oubre 578-1543 or talber3@lsu.edu
Christian O'Brien 578-1544 or cobrien2@lsu.edu
DeAnna Landry 578-8593 or deannal@lsu.edu



TRAVEL

Christopherson Business Travel (CBT) is the State of Louisiana contracted travel agency. The contact information for CBT is provided below. For more information on CBT, please refer to the New Travel Agency section on the Accounts Payable & Travel website.

CBT UNIVERSITY TRAVEL TEAM

Monday – Friday
7a.m. – 7p.m. CT
P: 800-961-0720

E-mail: Statelauniv@CBTravel.com

Bursar Operations

Summary of pertinent information:

1. Christopherson Business Travel normal business hours are 7:00am to 7:00pm CST Monday-Friday.
2. The agent-assisted transaction fee is **\$24**.
3. Any calls to (800) 961-0720 made between 7pm and 7am CST will roll over to the After-Hours Service Provider. After-Hour services should be limited to true emergencies. Airfare bookings should be made during normal business hours.

Non-Use of Christopherson Business Travel (CBT)

The use of CBT for airfare bookings is mandatory for faculty, staff and students. Travelers should be advised that airfare purchases made outside of CBT may result in loss of funds and/or cause a delay in the final approval of the traveler's expense report. For questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu.

CBT Concur Online Booking System is available on myLSU!

The link to CBT Concur Online Booking System is located on myLSU under Travel Resources. Upon myLSU login and clicking the link, users will land on the Header screen in Airportal. Users must click, **Book a Trip** on the left-hand side of the screen to be taken into the Concur site. The online booking fee is **\$7**.

Unused Tickets purchased through Short's Travel

The additional assistance with unused tickets by Short's Travel Management expired on June 30, 2021. Any employee traveling during this time that has an eligible unused ticket must contact Christopherson Business Travel (CBT) directly at 1-800-961-0720 to seek assistance with reissuance of his/her unused ticket. The CBT agent fee will be \$49 (not \$24) since the ticket was not purchased originally with CBT and the processing time will take a little longer for the agent to reissue the ticket. **Please ensure that the expense report number for the original airfare is referenced on the expense report for the new airfare along with a justification for the original flight cancellation.** For questions, please contact Jennifer Driggers at 578-1538 or jdrigg@lsu.edu or Patrice Gremillion at 578-3366 or pgremill@lsu.edu.

For travel related questions, please contact a member of the Travel staff:

Arianna Elwell	578-6052 or acreech@lsu.edu
Arlyn Becnel	578-3697 or abecnel1@lsu.edu
Kathleen Patrick	578-3699 or kelder1@lsu.edu

Annual PCI training

The annual PCI training course will be available online through CampusGuard starting this month. The training is required for any employee or student worker that is involved in processing or managing payment card transactions. A link to the training portal will be sent from CampusGuard when the training is available.

University Cashier

Departmental deposits can be dropped off in person between 10:00 – 11:45 am and 12:30 – 4:00 pm, M – F.

Did you know some CARD entries can be submitted via e-mail?

CARD entries that do not contain cash, checks or money orders can be scanned and e-mailed to cardobo@lsu.edu. All approvals and supporting documentation are still required for the CARD entry to be worked. If you do not have access to a printer and/or scanner, we will accept any of the following:

- Sign electronically (using phones and/or computer mouse).
- Provide images of the CARD entry with all supporting documentation that contain signatures and have the signature clearly visible.
- The approval can be obtained via an e-mail directly from student/faculty/staff. If the authorization is received via e-mail without a signature, it must come directly from the user's authenticated myLSU account, and not a secondary e-mail account.

ChatBot

Bursar Operations has a virtual assistant, Nummus, on our webpage. After a few seconds, a dropdown will appear with some common topics of interest and users can type specific questions or keywords to engage with Nummus. Please visit our website, [LSU Bursar Operations](#), to chat with Nummus.

Social Media

Follow Bursar Operations on social media where we post reminders and tips about registration, payment dates, refunds, and other helpful information.

- Facebook: LSU Bursar Operations
- Twitter: lsubursar

- Instagram: lsubursar

Cashnet eMarkets

eMarkets allow departments to provide customers with a secure, PCI compliant, online payment option for conferences, summer camps, advertising, etc. eMarkets cannot be used for any student-related charges. Questions regarding eMarkets can be directed to Daniel Butcher (dbutch1@lsu.edu).

International Payments

International students may pay their student account balance using Flywire. The Flywire payment option is included on the Fee Bill. Flywire commits to providing the best exchange rates.

Sponsored Program Accounting

Checks

Departments should **promptly** forward checks for sponsored agreements to Accounting Services, 204 Thomas Boyd, Attn: SPA. Checks for sponsored agreements on the Ag campus should be sent to Ag Center's Sponsored Programs Office who will forward to SPA. Please include all identifying documentation with the check, such as the LSU account number, principal investigator name, proposal number, and a name and phone number to contact, if necessary.

Closeout Period

Closeout periods for sponsored agreements is usually 30 to 90 days (some awards are less than 30 days) after the expiration date of the award. The 30 to 90 day period is intended for paying outstanding bills. All work must have been completed and all items purchased must have been received by the expiration date of the expiring award.

Fabrication

When fabricating a piece of equipment, spend category *SC0142: Equipment Components purchased for Fabrication* and ledger account *6200: Supplies* should be used for all components.

Once the fabrication is completed, departments must process a manual journal to transfer the fabrication costs to the appropriate equipment spend category and ledger

account. It is not necessary to transfer line item by line item. In this case, a lump sum transfer can be done.

If the value of the fabricated equipment will be less than \$5,000, the journal should:

credit - SC0142/ledger account 6200: *Supplies* and
debit - the appropriate equipment spend category/
ledger account 6200: *Supplies*.

If the fabricated equipment will be more than \$5,000, the journal should:

credit - SC0142/ledger account 6200: *Supplies* and
debit - the appropriate equipment spend category/
ledger account 6350: *Equipment/Major Repairs*

Once the journal is posted a notification will be sent to Property Management so the item can be tagged.

Invention/Patent Certifications

All invention/patent certifications must be sent to Andrew J. Maas, Office of Innovation & Technology Commercialization, 206 Louisiana Emerging Technology Center after being signed by the Principal Investigator. For Ag Center, the certifications must be sent to Wade Baumgartner, LSU Agriculture Center, Office of Intellectual Property.

LA Board of Regents ENH and R&D awards

Rebudgeting requests must be submitted to BOR for expenditures in line items not included in the original budget. These requests must be routed through the appropriate Sponsored Program office.

Reminder that the Board of Regents (BOR) requires **Prior Approval** for the following:

- For the purchase of equipment not listed in the approved budget, unless the change in equipment involves no more than a change in make or model number.
- To reduce the amount of salary for graduate assistants. If approval to rebudget funds from the graduate student category is not received, the remaining balance in the graduate student category will have to be refunded to BOR along with the associated F&A costs. Rebudget requests reducing graduate student support must include the associated tuition remission cost sharing reduction. Note, tuition remission is not calculated on the Student Allowance therefore, if a graduate assistant

is paid a Student Allowance during the summer when they are not enrolled, a request to reduce the tuition remission cost sharing must be submitted if tuition remission cost sharing was committed.

- A complete list of the categories requiring prior approval can be found in Section IX of the contract from BOR titled Rebudgeting. Please be aware that the BOR does not approve such requests after the expiration date of the contract.

Multi-Company Grants

All grants with MC-DNU (multi-company - Do Not Use) in the grant name must be cleared and closed as soon as possible. These grants cannot be tied to an award and any spend on a MC-DNU grant is not billable to the sponsor. Please process appropriate transfers to move charges to the grant that is tied to the award so that the sponsors can be billed.

No Cost Extensions

Pls should request no cost extensions if the work (including deliverables) is not completed on sponsored agreements. It does not matter if the agreement is cost reimbursable or fixed price. Requests for extensions must be routed through the appropriate Sponsored Programs Office before submitting to the sponsor. Requests for no cost extensions must be made before the expiration date in accordance with the agency's guidelines.

Tentative Accounts

Projects with tentative account numbers should be monitored and the fully executed agreements for sponsored agreements should be forwarded to OSP upon receipt. Other campuses should route to SPA through their own sponsored programs office. Invoices for expenditures on the tentative account are not prepared until the executed agreements are received. If it is subsequently determined that an award will not be received, please notify Henri Smith in writing so that the account can be deactivated. Questions concerning tentative account numbers should be directed to Jessica LeBlanc at 578-2144 or jleblanc2@lsu.edu.



Financial Accounting & Reporting

Internal Billings

An Internal Billing is a Manual Journal in Workday that enables departments to bill other departments or campuses for services rendered or merchandise sales. Internal Billings should be initiated by the department rendering the service or sale.

A step-by-step Job Aid can be found on the Workday Training webpage at [Finance Training](#)

- Financial Accounting
 - Create Journal Entry: Internal Billing

Important Reminders

- Worktags on Internal Billings must match the attached supporting documentation – please do not use Legacy Account numbers
- Internal Billings should be initiated by the rendering department
- Appropriate documentation, including detailed information about the services or merchandise, must be attached
- There should be no travel spend categories on Internal Billings
- Rendering departments must be an established service center to charge a sponsored agreement account (excluding gift, University Foundation, and expired fixed price)
- **Verify the Company on the line matches the Driving Worktag used** – for example, PG003159 LSUAM | Accounting Services must have Company: Louisiana State University and Agricultural and Mechanical College

Cost Transfers

The following are tips when completing cost transfers:

- The journal source should be “Manual Journal” not “Accounting Journal – Corrections.”
- The journal line needing correction must be reversed with all related worktags. All information should be the same as on the original entry, with only the amount moving from debit to credit or vice versa.
- Run the report “Journal Line Details” and print it to PDF to use as backup. Avoid printing, highlighting, and rescanning the report because the size of the text causes it to become illegible. Instead, use the highlight and comment tools in Adobe to note which lines to use or if a partial transfer is being done.

- On partial transfers, note the amount being moved.
- FD940 is not required on an entry – please only use if balancing error is received when submitting the journal.

The [“Create Journal Entry: Correcting Journal”](#) job aid provides specific instructions on completing a cost transfer and can be found on LSU’s Workday training webpage.

Reporting

Below is a list of commonly used reports in Workday that can be accessed by typing the Report name into the Workday search box.

- **Data Audit** – Provides a list of values for FDM dimensions (various reports)
- **Journal Line Details** – Provides a list of detail journal entries by period
- **Journal Line Details with Employee Name** – Provides a list of detail journal entries by period, with employee name included
- **Payroll Accounting per Worktag** – Provides payroll detail by organization
- **Trial Balance** – Displays beginning balance, debits, credits, and ending balance for worktags chosen
- **Revenue & Expense** – Provides budget, current month actuals, cumulative encumbrances, tentative and balance (various reports by dimension chosen)

Workday Security Access

Workday Access can be requested through myLSU:

- Financial Services
 - Workday Security Access Request

Bank Reconciliation

Contact us at bankrecon@lsu.edu for questions/requests related to the following:

- Stop payment requests
- Check copy requests
- Check status requests
- Unclaimed property
- Unrecorded deposits
- Expected wire or ACH payments

In addition, the AS32: Stop Payment Request and AS500: Request for Copy of an LSU Check forms can be found at [Financial Accounting & Reporting Forms](#).

Please ensure the most recent version is used when requesting information. Completed forms can be scanned and e-mailed to bankrecon@lsu.edu.

** Unclaimed Deposits/Wire Transfers **

Departments that are missing funds (expected ACH or wire transfers to LSU) should contact Stephanie Laquerre at 578-1450 or slaquer@lsu.edu. Please be able to provide estimated date of deposit and amount. If you wish to be added to the monthly unclaimed deposit notifications that are e-mailed, please e-mail your name and contact information to Stephanie.

Petty Cash

The university will no longer accommodate petty cash funds within departments and units. If funds are needed for an event, an AS750: Petty Cash Check Request should be e-mailed to Stephanie Laquerre at slaquer@lsu.edu using **Beth R. Nettles (SPL-23055)** as the supplier. Once received, the check can be cashed at the vault in Bursar Operations, 125 Thomas Boyd Hall. When the event is over and the cash is no longer needed, the deposit of funds should be recorded in the Customer Accounts Receivable and Deposit (CARD) application to record the deposit of the funds. A job aid is available for the [CARD application](#).

Employee reimbursements will be processed by submitting an expense report in Workday. A job aid for this process is posted under Expenses on the [Finance Training](#) tab of the Workday website.

For non-worker reimbursements (university guests or non-employed graduate or undergraduate students), **Expense Reports for Non-Workers** should be created in Workday in lieu of submitting the paper forms AS300-NW: Travel Expense Reimbursement Request and AS541-NW: Reimbursement to a Non-worker. For international guests/visitors, the paper AS300-NW and AS541-NW forms are required to be submitted to the AP & Travel Office and will be processed via the Supplier Invoice Workflow for the payment to be sent by WIRE. [Expense Report for Non-Workers Job Aid](#) can be found on the Workday Training website.



Payroll

TAX TOPICS

International Employees

Tax treaty benefits expire December 31, 2021. Departments and affected employees will be receiving detailed instructions soon on the renewal process.

Invalid or Temporary Social Security Number

A valid social security number is required for employment, and for W-2 reporting of employee earnings to the Internal Revenue Service. Please make sure that all employees with temporary 999 numbers have obtained a valid U.S. Social Security Number and that the U.S. SSN has been updated in Workday. LSU may face a monetary penalty from the IRS for failing to include the employee's correct SSN on W-2s and other wage reports.

Tax Withholdings

In Workday all payment for extra earnings and late pay transactions are made on the regular pay cycle - there are no supplemental payrolls in Workday. Please see the [payment of extra earnings](#) job aid. Any late or retro salary increases or late time submission is paid on the next regular payroll and not a supplemental payroll. Since these type of payments are now included with the regular paycheck, the employee's taxable income, and thus taxes, are increased for any affected payroll. The earnings are being taxed correctly in accordance with the IRS tax withholding tables. The employee can adjust their W-4 and/or L-4 at anytime in Workday to help minimize these tax effects.

The job aid for changing withholding elections can be found on the Workday website at [Training for Employees \(Employee as Self\)](#).

Address Changes or Corrections

Please verify that the address is correct on the Contact tab in Workday for employees who work in your department. Having a correct address is important when payroll information including the W-2 has to be mailed to an employee. The [Home and Emergency Contact Info](#) job aid provides instructions on updating address information in Workday.

Note: Employees will need to submit a written request to change an address for any insurance

carrier. The Change of Address form needed can be found on the Payroll or HRM websites.

The Change of Address form needed can be found on the Payroll or HRM websites.

Early Wage Payroll Deadlines Due To Veterans Day Bank Holiday & Thanksgiving Holiday

Payroll	Period Ending	Time Locked
* Wage	November 05, 2021	Monday, November 8, 2021 at 11:59 p.m.
* Wage	November 19, 2021	Sunday, November 21, 2021 at 11:59 p.m.

Timekeepers

The following reports should be run to identify any time that has not been submitted or approved to ensure all time is paid correctly. As always, it is recommended that all timekeepers run these reports weekly.

- Time Not Submitted
- Time Not Approved
- Workers with No Time Entry

Insurance Coverage at Retirement

Health premiums for retirees are determined by health participation as an active employee prior to retirement. Employees are encouraged to contact Human Resources for a vesting participation audit prior to retirement in order to ensure continuation in the OGB or LSU First Health plans are affordable and fit their changing needs due to retirement. Retiring employees must complete form GB-01 with Human Resources within 30 days of retirement or coverage will be terminated. Employees who do not continue benefits into retirement will not be eligible to return to state coverage as a retiree.



TRAININGS

To register for LSU Finance training classes:

- ❖ Log in to myLSU
- ❖ Click on 'Employee Resources'
- ❖ Click on 'LSU Training and Event Registration'
- ❖ Locate the appropriate training then click on 'View Classes'
- ❖ Click on the appropriate Training Date
- ❖ Click 'Register'
- ❖ E-mail confirmation of the registered course will be immediately received

Description	Division	Date	Time	Location
Budget Instructor Led Workday Training	Budget & Planning	Mon, 11/8	9:30 am - 11:30 am	Online via Zoom
Business Managers' Meeting	---	Tues, 11/9	9:30 am - 11:00 am	Online via Zoom
Intro to Post Award	SPA	Wed, 11/10	9:00 am - 11:00 am	Online via Zoom
Travel	AP & Travel	Wed, 11/10	1:00 pm - 3:00 pm	Online via Zoom
LaCarte Card	AP & Travel	Thurs, 11/11	9:00 am - 11:00 am	Online via Zoom
Invoice Processing	AP & Travel	Tues, 11/16	9:00 am - 11:00 am	Online via Zoom
Effort and Key Personnel	SPA	Wed, 11/17	9:00 am - 11:00 am	Online via Zoom
Workday Reporting & Financial Data Model (FDM)	FAR	Wed, 11/17	10:00 am - 12:00 pm	Online via Zoom



COMMON ACRONYMS AT LSU

Below is a list of common acronyms affiliated with LSU and used on campus. It is very likely you will come across these acronyms in the Accounting Services newsletter or in training classes.

Common Terms & Documents

AMAF	Award & Award Modification Approval Form
CBA	Central Billed Account
CR	Cost Reimbursable
CSWS	Community Service Work Study
CWSP	College Work Study Program
DT	Departmental Transmittal
EMV	Europay Master Card & Visa
ERP	Enterprise Resource Planning
F&A	Facilities & Administrative Costs
FASOP	Finance and Administration Operating Procedure
FB	Fringe Benefits
FP	Fixed Price
GA	Graduate Assistant
GL	General Ledger
IPARF	Internal Prior Approval Request Form
ITIN	Individual Taxpayer Identification Number
LSUID	LSU's Identification Number (replaces SSN in LSU's computer systems)
NCE	No Cost Extension
OTP	One Time Payment
PAWS	Personal Access Web Service
PCI DSS	Payment Card Industry Data Security Standard
PI	Principal Investigator
PM	Permanent Memorandum
PO	Purchase Order
PO ALT	Purchase Order Alteration
PPCS	Personal, Professional & Consulting Services
PRAF	Proposal Routing & Approval Form
PS	Policy Statement
PSAP	President Student Aid Program
RFP	Request for Proposal
RFQ	Request for Quote
SSN	Social Security Number
STO	Short's Travel Online
WAE	Wages As Earned

Financial Systems

ABS	Advanced Billing System
CARD	Customer Accounts Receivable & Deposit
DIR	Directory System
FAMIS	Facility Services' Computerized Maintenance Management System
FMS	File Management System
SAE	Student Award Entry System
SPS	Sponsored Program System
SWC	Workers' Compensation System
TIS	Treasurer Information System
WD	Workday

Workday Terms

AG	Agency Clearing
AJ	Accounting Journal
AWD	Award
AWDC	Award Conversion
BG	Basic Gift
BP	Business Process
CC	Cost Center
CCH	Cost Center Hierarchy
CCM	Cost Center Manager
CI	Customer Invoice
CO	Change Order
EG	Endowed Gift
FD	Fund
FDM	Financial Data Model
FN	Function
FS	Funding Source
GR	Grant
GRC	Grant Conversion
PAP	Period Activity Pay
PG	Program
PJ	Project
SO	Supervisory Organization
TC	Transfer Company



Departments & Organizations

AP	Accounts Payable & Travel
AS	Accounting Services
BOR	Board of Regents
BOS	Board of Supervisors
DOE	Department of Energy
FAR	Financial Accounting & Reporting
FBI	Federal Bureau of Investigation
FDN	LSU Foundation
FEMA	Federal Emergency Management Agency
NIH	National Institutes of Health
NSF	National Science Foundation
ORED	Office of Research and Economic Development
OSP	Office of Sponsored Programs
OBO	Office of Bursar Operations
PAY	Payroll
PROC	Procurement
PROP	Property Management
SACS-COC	Southern Association of Colleges and Schools Commission on Colleges
SPA	Sponsored Program Accounting
SSA	Social Security Administration
TAF	Tiger Athletic Foundation
UAS	Auxiliary Services
USDA	United States Department of Agriculture